



## BAY TREE POST ORDERS

Welcome to the Bay Tree Community Development District. As with all clients, we are committed to their needs.

Your professionalism is paramount and key to our success here at this post.

The following guidelines have been developed in cooperation with the staff of the Bay Tree CDD.

All duties and responsibilities will be focused in the guard shack. Patrols will be conducted when requested by the CDD.

This is a “soft gate” community and access shall be granted to the public unless some form of stipulation (legal notice) indicates otherwise.

### SCHEDULED SHIFTS:

1 – 0700 x 1500

This reporting officer will unlock the pool area. Report time will be fifteen (15) minutes prior to the 0700 start.

2- 1500 x 2300

3- 2300 x 0700

This reporting officer will lock the pool area. Reporting time will be fifteen (15) minutes prior to the 2300 start.

Meal and personal breaks will be taken in the guard house. The guard house is fully equipped with rest room, closet, climate control, refrigeration and micro wave oven.

No s/o is permitted to leave the site/ guard house without authorization of a supervisor.

“Call on and off” to the branch office and the start and end of each shift.

All emergencies will be the responsibility of local Law Enforcement and applicable agency(s).

If an s/o must call off for the shift entirely, they must attempt to notify the supervisor a minimum of six (6) hours prior to the start of the shift

#### DAILY ACTIVITY REPORTS AND INCIDENT REPORTS:

1 – Every S/o will be responsible for preparing a DAL.

Prepare using the computer hardware available

In the case of a power outage, use paper backup

Begin DAL at the start of each shift

Hourly entries will be made

Do not prepare in advanced

At the start of every shift, the address and telephone number of the post will be entered on the blank line below the line that reads "facility".

Enter the number vehicles that entered the CDD per hour

The site supervisor will inspect each Daily Activity Log for completeness and accuracy and transmit the to the CDD staff each day.

2- Incident reports

Shall be generated every time an incident, emergency or unusual occurrence develops.

Use the computer hardware

In the case of a power outage, use paper backup

Notify the supervisor when the need to prepare an IR has presented itself and only prepare the IR upon the supervisor's approval.

The site supervisor will inspect each IR prepared for completeness and accuracy and have them transmitted to the CDD staff.

## VISITOR PASSES:

Three colors are made available:

White – visitor

Blue – vendors

Green – golfer

Issue each pass as needed

Log each pass onto the appropriate log

Include driver ID, tag number of vehicle and destination if possible

Check the return box on every hour. When the remaining number of tags per category reaches 50%, notify either the supervisor or the branch office so more can be ordered.

Recurring vendors such as UPS, FedEx, US Mail, school buses and emergency/ government vehicles do not require a pass. Their visit will be on the DAL.

Remember to instruct each visitor to hang the pass in the proper location and politely ask them to return the pass in the available box

## GUARD HOUSE:

Must be kept neat and clean at all times.

All necessary cleaning will be done BEFORE the end of each shift

No personal visitors

No sleeping

Radios will be permitted but the volume will be kept at level as to where the sound shall not travel outside the guard house

Prohibited items:

Head/ear phones

Ipods

Laptops

Portable CD players

Portable televisions

Portable video players

Cell phone usage while in the guard house will be kept to a strict minimum

If the supervisor attempts to contact you, a return call shall be made

Reading material will be permitted but kept to a minimum and shall not be a distraction from the duties required

Parking:

There is a designated parking for S/o – which the supervisor will advise

There will be NO parking directly in front of the guard house

Criminal Activity:

Notify local Law enforcement

Make an entry into the Daily activity log

Prepare an incident report

Notify the field supervisor

Pass the information the following day to the CDD staff

If there is damage done to the facility or owner property;

Notify the owner, by telephone

Notify local Law enforcement – if necessary

Make an entry into the Daily Activity Log

Prepare an incident report

Notify the field supervisor

Forward all information the CDD staff

Patrol Area:

Principal areas of concern are:

Recreation Center

Pool area

Playground

Tennis courts

Second guard house

Perform regular patrols when requested and note any safety issues such as lighting, pavement and road way deformities, abnormalities regarding water and wildlife, etc.

Computer access system:

Gate key access system will be the primary tool for permitting and recording visitors and guests entering the community

The primary goal of this system is to permit a speedy entry into the Baytree community

If a guest or vendor is not listed as such, then the resident will be notified by the telephone.

When possible or if the resident was not home at the time of the visit, follow up the notification with an email

Place that information into the Gate key system for future reference

The computer hardware is the property of Baytree and will only be used as intended;

Access to the Gate key system,

The printing of passes,

Verification of residents, their guest and vendors

Electronic mail will be limited to communication between the terminal, Baytree, the branch and corporate offices.

Personal emails, social networks and questionable or adult sites access are not permitted!

Refer to the Gate key manual for additional information regarding this system and its use.

The full scope of ASG and our responsibility is available in the terms and agreement portion located in the rear of the post orders binder.

Direct all questions regarding community property, their operations, community rules and complaints thereof to the CDD staff.